CITY OF HOUSTON

Job Posting

KM

1	**Applications accepted from:**	**ALL PERSONS INTERESTED**
2	**Job Classification**	**ASSISTANT DIRECTOR (EXECUTIVE LEVEL)**
3	**Posting Number**	**PN# 108294**
4	**Department**	**PLANNING AND DEVELOPMENT**
5	**Division**	**GIS SERVICES**
6	**Reporting Location**	**611 WALKER 6TH FLOOR**
7	**Workdays & Hours**	**M - F, 8 a.m. - 5 p.m.***
8		***Subject to change**

9 **_DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS_**

This position will be responsible for leading the transformation of the City's use of GIS, document management, imaging, and workflow technologies. The individual selected for this position will provide technical leadership to a staff of analysts, technicians, programmers, consultants, and associated computer personnel required to support an enterprise GIS operation. They will administer the City's core GIS database that includes updates, design, maintenance, and documentation. They will establish database security, and data entry standards and ensure these standards are monitored and maintained. This position will provide oversight to procurement activities for hardware, software, and services. The individual selected will represent the City as a member of inter-governmental and industry groups involved in coordination of digital image sharing. As the City's lead representative, this individual will be responsible for articulating the City's requirements developing effective solutions for sharing. Digitized data with external entities, and translating best practices developed by external entities into a continuous improvement cycle across City organizations.

10 **_WORKING CONDITIONS_**

This position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **_MINIMUM EDUCATIONAL REQUIREMENTS_**

Requires a Bachelor's Degree in Computer Science, Telecommunications, Business Administration, Mathematics or a closely related field.

12 **_MINIMUM EXPERIENCE REQUIREMENTS_**

Seven years of administrative experience are required, with at least three of those years in a managerial capacity. A master's degree may be substituted for two years of experience.

13 **_MINIMUM LICENSE REQUIREMENTS_**

A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **_PREFERENCES_**

Preference will be given to applicants with eight (8) years of experience in programming, systems analysis and design. Experience involving a large, comprehensive and complex municipal geographic information system utilizing ESRI software products as well as management of multiple computer systems supporting various applications. Working knowledge of C++, Java, Visual Basic, Visual C, and other development environments and experience in organizing professional and technical committees, developing goals and objectives, consensus building, project planning, database design and implementation are preferred. The City needs a technology leader, who has extensive experience in transforming business processes through better use of geographic databases, providing on-line access to document images, and creating workflows that help improve productivity by providing easy, secure access to digitized images required across the City of Houston.

The City of Houston requires an individual who has strong GIS based technology skills and the ability to provide strong leadership at the departmental level, across the City, and across regional groups working with the City to share digitized data. Effective communication skills are essential and the successful candidate must demonstrate the ability to develop a vision and articulate how the city will achieve the vision.

15 **_SELECTION/SKILLS TESTS REQUIRED_**   None

16 **_SAFETY IMPACT POSITION_**   __X__ Yes ___ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug

17 **_SALARY INFORMATION_**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<div align="center">

Salary Range - Pay Grade 32
$2,257 – 4,398 Biweekly $58,907 - $114,348 Annually

</div>

18 **_OPENING DATE_**   January 25, 2006

19 **_CLOSING DATE_**   Open Until Filled

20 **_APPLICATION PROCEDURES_**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **For application status inquiries, please call (713) 837-7744.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. **TDD phone number is 713-837-9471.**

<div align="center">

An equal opportunity employer

</div>